

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Room 3416, 700 West Capitol Avenue  
Little Rock, Arkansas 72201

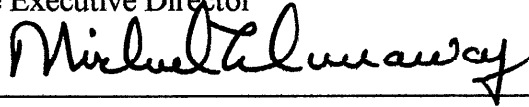
**AR NOTICE PM-445**

**For:** All FSA County Offices

**Timekeeping Responsibilities**

**Approved by:** State Executive Director

**for.**



**1 Overview**

**A Purpose**

This notice is reissued to set forth policy and procedures regarding timekeeping responsibilities.

**2 Action**

**A Employee Responsibilities**

Employees shall:

- submit completed Form FSA-958 to the timekeeper at the end of each pay period
- ensure that an approved Form SF-71 is provided for any leave.

**B Timekeeper Responsibilities**

Timekeepers shall:

- review Form FSA-958 and resolve discrepancies
- enter and print T&A's
- obtain employee and supervisor certifications
- prepare transmission (Xmit) files and transmit through NITC
- store master and backup disks for at least 26 pay periods
- prepare leave audits as necessary
- process corrected T&A's as necessary
- maintain files of T&A records
- not discuss an employee's T&A with anyone other than that employee or the employee's supervisor.

Disposal Date	Distribution
Indefinite 03-11-03	All County Offices

**C Supervisor Responsibilities**

Supervisors shall:

- oversee leave administration
- review T&A's and supporting documentation
- certify accuracy and completeness of T&A's
- complete leave audits when applicable.